

Instructions to sign up for the Washington Tool for Online Rating (WATOR)

Signing up for WATOR as an employee in an organization

Establish an account in Washington's Secure Access Washington (SAW)

Staff who already have a SAW account for your organization-issued email address can use your existing account.

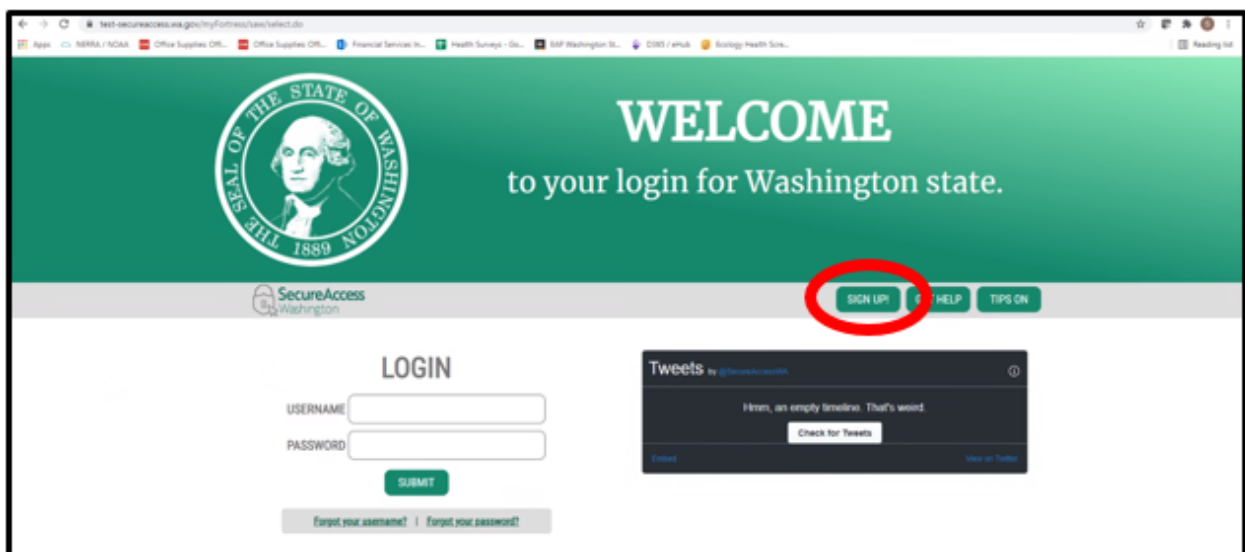
If you do not have a SAW account, set up a new SAW account using your organization-affiliated email.

1. Sign up

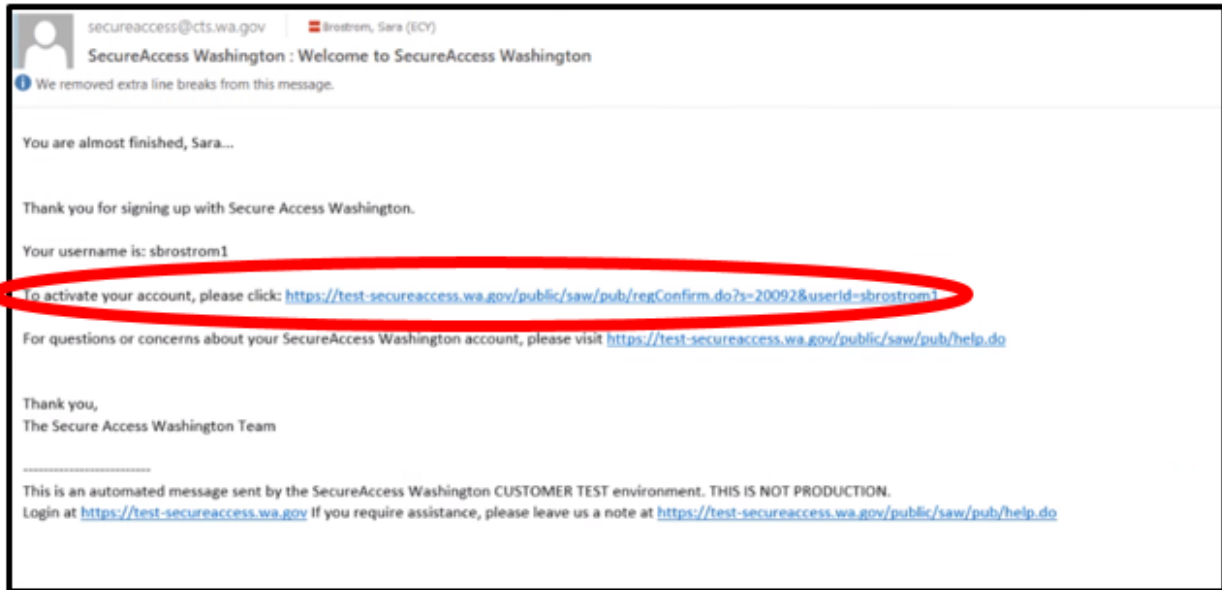
Go to <https://secureaccess.wa.gov/> and click the SIGN UP! button to set up your account using the following email and username instructions:

Email: Use your organization email (e.g., username@YourCompanyName.com)

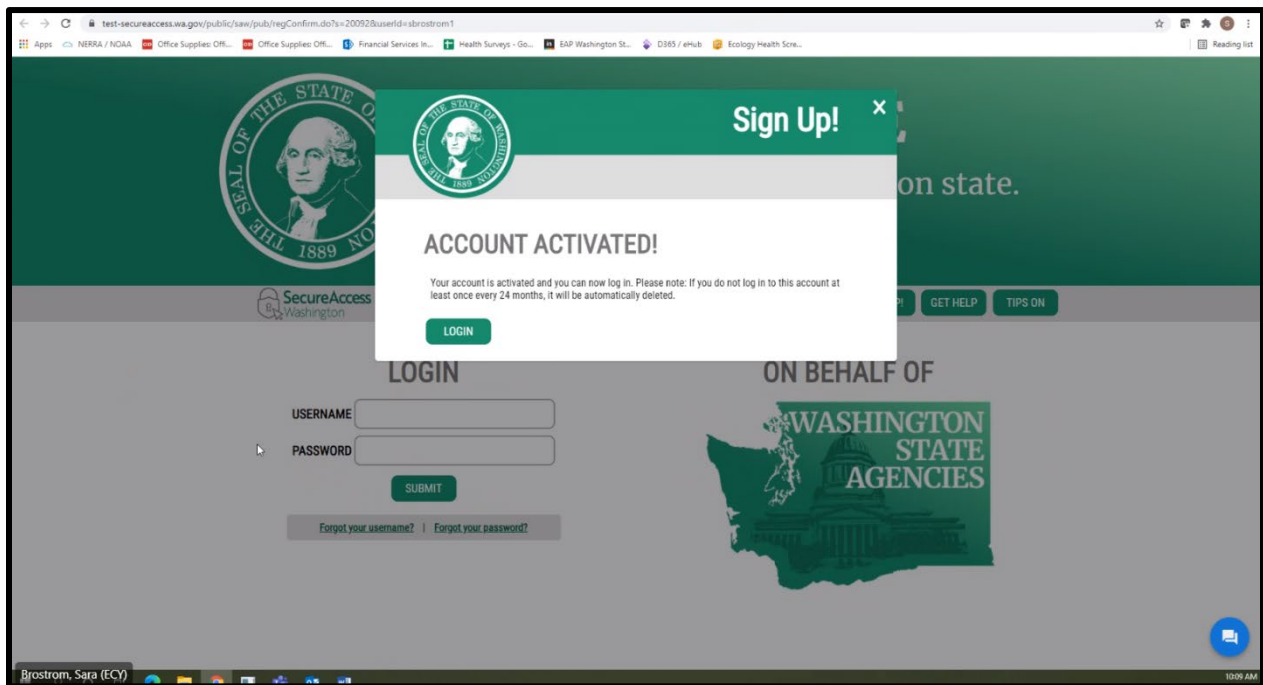
Username: Do not use your full email address as your username. Use your organization-issued username or a simple combination of your first and last name.



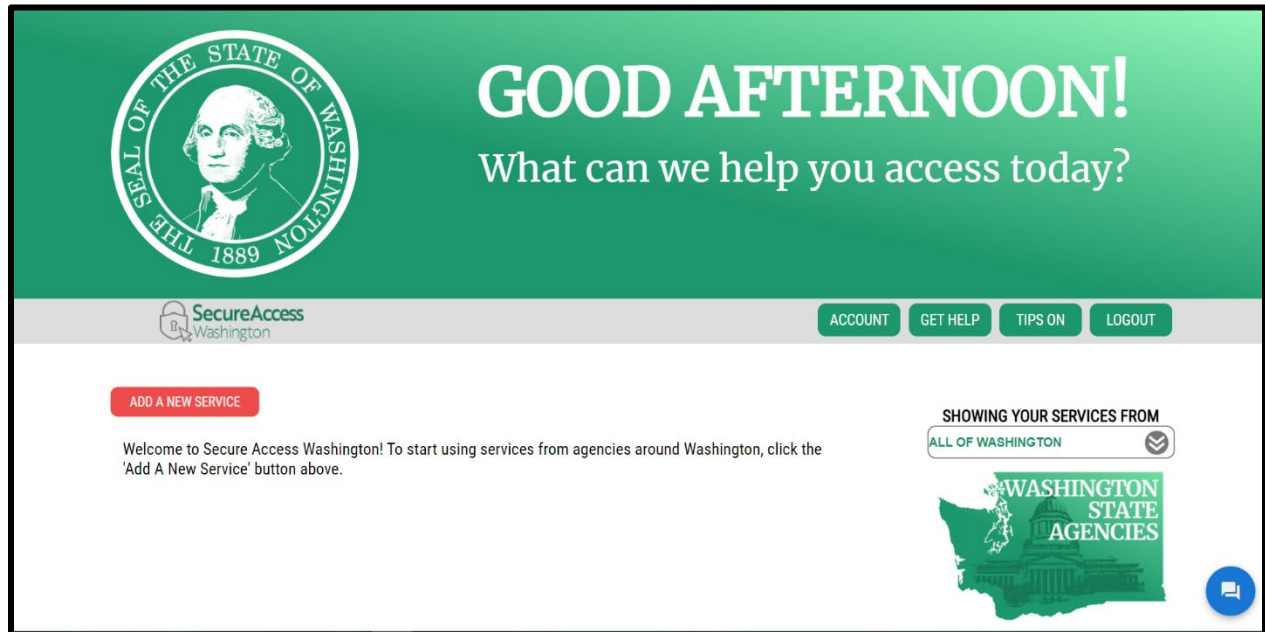
2. Check your email for the activation link from SAW and click the link to activate your account.



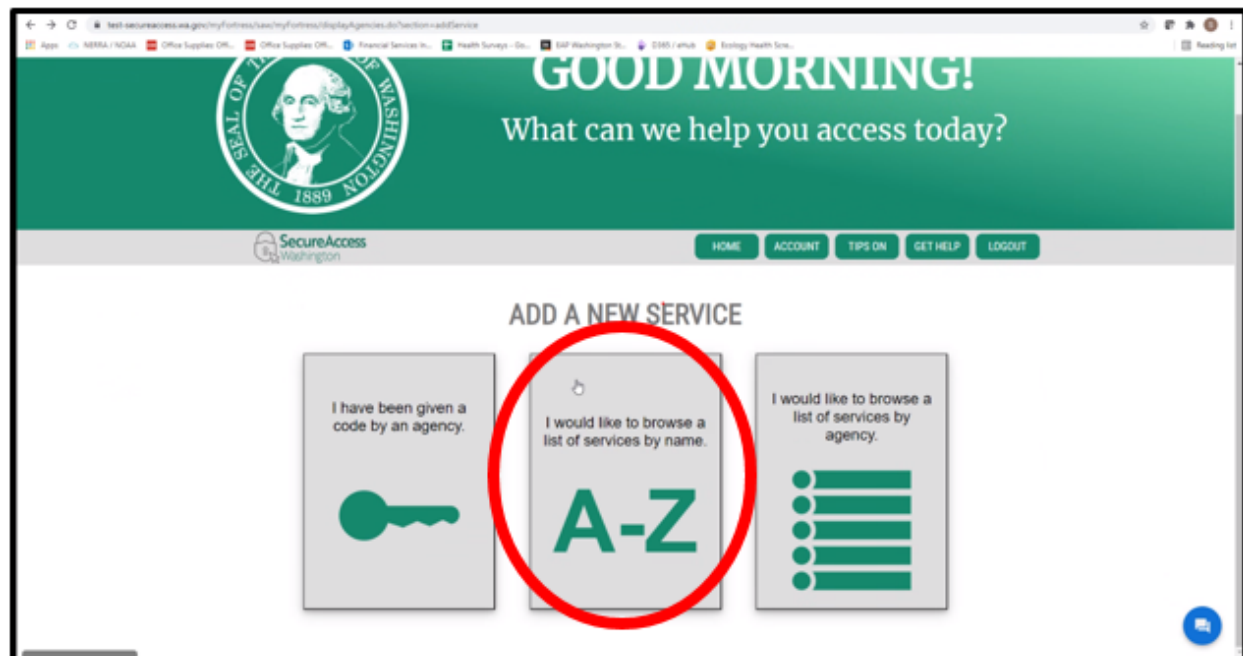
3. Once activated, log in to SAW.



4. Select Add a New Service



5. Browse a list of services by name



Find the Washington Tool for Online Rating (WATOR) and then click apply

WASHINGTON TOOL FOR ONLINE RATING (WATOR)

A tool to assist or complete the submission of a wetland rating.

APPLY

You will see a registration under review pop up.

← → ↻

test-secureaccess.wa.gov/myFortress/saw/myFortress/registerServiceDisplay.do?svclId=WetlandsRatingTool&domain=ECY&umgId=DEFAULT_UMG


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Apps NERRA / NOAA Office Supplies Off... Office Supplies Off... Financial Services In... Health Surveys - Go... EAP Washington St... D365 / eHub Ecology Health Scre... Reading list



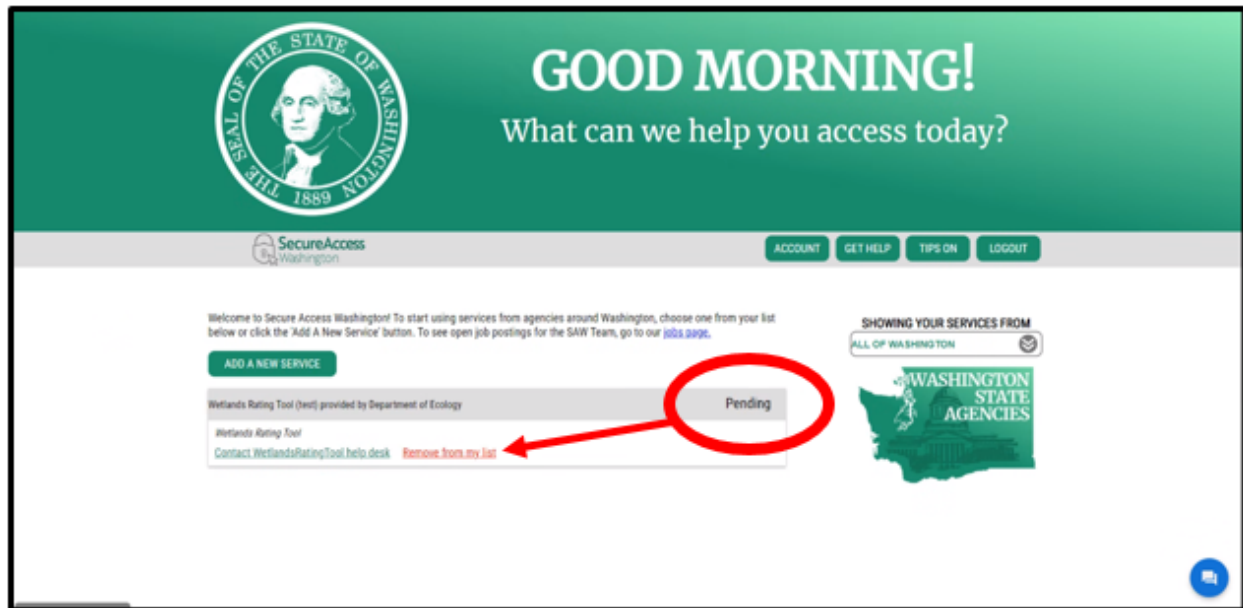
REGISTRATION UNDER REVIEW

Thank you for registering with agency **Department of Ecology's** service **Wetlands Rating Tool (test)**. You will be notified by email of the approval or rejection of your service registration.

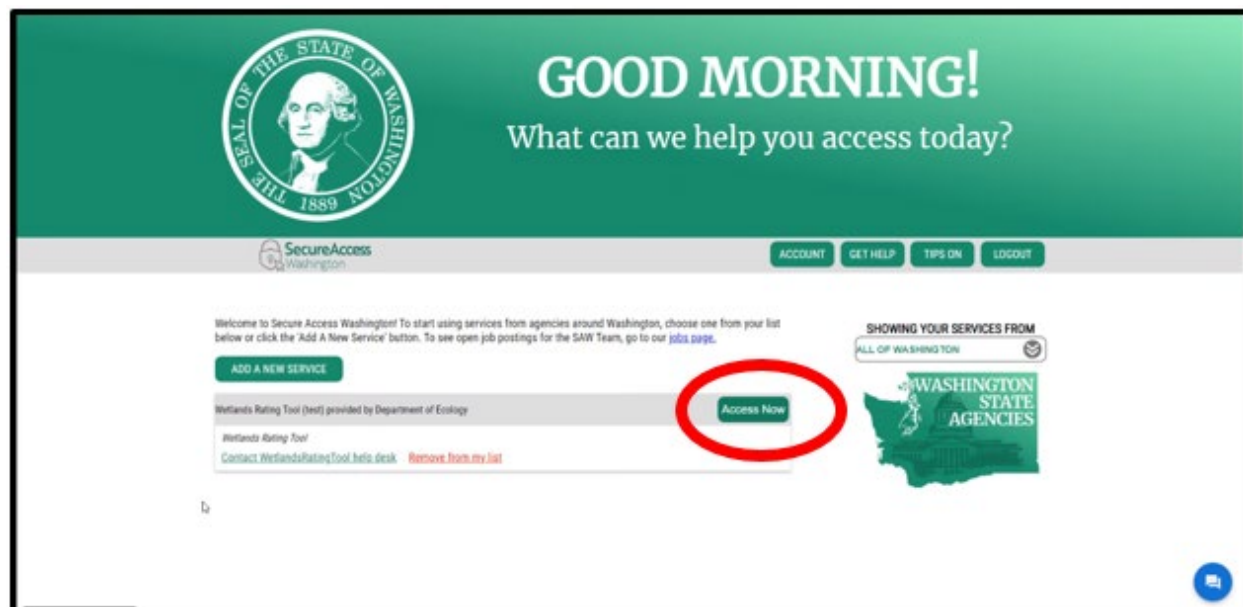
OK

6. Close out and wait for a confirmation email. This should not take long.

If you see pending when you access after registration, select **Remove from my list**. Close out of your browser, re-enter SAW, and reselect the WATOR service. Close out before the next step.



7. Go back in to SAW to access the tool. Select **Access Now** to go to the select organization screen.



Select your organization

Look for your organization's name in the drop-down list. If it is not there, you may add it. Use your organization's full name then Submit. **Do not add a different variation of your organization's name if it already occurs on the list in some form.**

If you are not associated with an organization, enter your First and Last Name as the organization name.

The screenshot displays the 'Wetlands Rating Tool (Organization) Test' interface. At the top, the 'DEPARTMENT OF ECOLOGY State of Washington' logo is on the left, and the title 'Wetlands Rating Tool (Organization) Test' is on the right. Below the title is a 'Home' link. The main content area shows a welcome message: 'Welcome: Sara Brostrom' and 'Member of: Coastal Training (pending approval)'. A 'Define Organization' section is active, with a dropdown menu showing 'Coastal Training' selected. Other organizations listed include Ecological Land Services, Ecology, Environmental Science Associates, Grette Associates, Herrera Environmental Consultants, King County Water and Land Resources Division, Northwest Ecological Services, Parametrix, and SCJ Alliance. A 'Submit Organization' button is visible.

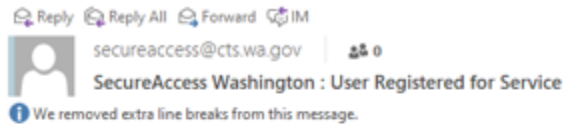
The organization structure of WATOR allows for users within an organization to collaborate on projects, and for organizations to have more control over their data when users are no longer affiliated with them. This effectively acts like a shared filing system. If working for an agency (e.g., Washington Department of Transportation) that wants data created and stored under their own organization, you can create a separate username for that work. A representative from the organization will need to request your access if you do not have an email address affiliated with that organization, and they will need to notify us when you are no longer affiliated with the organization. **Contact us for more information before setting up a separate account.**

Wait for Ecology to approve your request to join an organization. To meet state online security requirements, we must approve users of WATOR. Close out of the program before trying to access it. Sign back in to access the application.

Emails

You will receive four emails in this process.

#1 acknowledges activation of your account.



The user identified below has just registered for agency [Department of Ecology] service [Wetlands Rating Tool (test)]:

ID : [REDACTED]

Name : Sara Brostrom

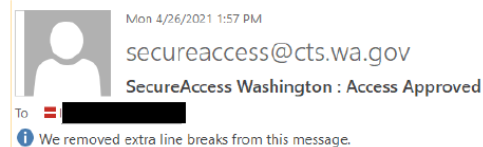
Email : bro461@ecy.wa.gov

GUID : [REDACTED]

This is an automated message sent by the SecureAccess Washington CUSTOMER TEST environment. THIS IS NOT PRODUCTION.

Login at <https://test-secureaccess.wa.gov> If you require assistance, please leave us a note at <https://test-secureaccess.wa.gov/public/saw/pub/help.do>

#2 acknowledges approval of your access to WATOR through SAW.



Your access to SecureAccess Washington agency [Department of Ecology] service [Wetlands Rating Tool (test)] has been approved for User ID [REDACTED].

This is an automated message sent by the SecureAccess Washington CUSTOMER TEST environment. THIS IS NOT PRODUCTION.

Login at <https://test-secureaccess.wa.gov> If you require assistance, please leave us a note at <https://test-secureaccess.wa.gov/public/saw/pub/help.do>

#3 acknowledges your request to join an organization- this is the step where you must wait for our approval before you can access WATOR. Depending on when you sign up, this process can take up to two business days. If you don't receive either of the emails below, please let us know.



Hello [REDACTED]

This email has been sent to notify you that your request to be associated with the Test Organization organization has been submitted for approval. You will be contacted once you are approved.

#4 informs you when your request to join an organization has been approved and you are now ready to start using WATOR.



Getting started

A few tips

Once you are signed in to WATOR, select the **Add Project** button to get started. You can add multiple wetlands to a project.

DEPARTMENT OF ECOLOGY
State of Washington

Wetlands Rating Tool (Project List) Test

Home Admin Tools Question Editor Map Tool Text Editor

Welcome: **Amy Yahnke** Member of: **Ecology**

Project list Filter by organization: Ecology

Search records: []

Project Name	Project Manager	Organization	Date Created	Date Edited	Action
Amy - Test	Amy Yahnke	Ecology	03/26/2020	03/26/2021	Edit

Show 10 entries Showing 1 to 10 of 37 entries First Previous Next Last

Add project Include archived projects ☐

Go into your project and select **Add New Wetland** to start using the tools.

DEPARTMENT OF ECOLOGY
State of Washington

Wetlands Rating Tool Demo - Wetland List

Home Admin Tools Question Editor Map Tool Text Editor

Welcome: Amy Yahnke Member of: Ecology Project: Demo

Project Demo - Wetland list [Download project data](#)

Search records:

Wetland Name	Wetland Type	Last Edited By	Last Edit Date	Status	Action
No records meet filter criteria					

Show 10 entries Showing 0 to 0 of 0 entries First Previous Next Last

Add New Wetland

Include archived wetlands ☐

When you add a new wetland, the first step is to identify the Region and Hydrogeomorphic (HGM) class of the wetland you are rating. This step takes you to the correct mapping tools and forms.

DEPARTMENT OF ECOLOGY
State of Washington

Wetlands Rating Tool (Wetland)

Home Admin Tools Question Editor Map Tool Text Editor

Welcome: Amy Yahnke Project: Demo

Wetland Details

Region:

Name of Wetland (or ID #):

Date of site visit:

Rated by:

Trained by Ecology: ☐

Select the HGM:

Select a known special characteristic:

Wetland Types:

Depressional: Depressional wetlands occur in topographic depressions where the elevation of the surface within the wetland is lower than in the surrounding landscape. The depression may have an outlet, but the lowest point in the wetland is somewhere within the boundary, not at the outlet.

Lake Fringe: Lake Fringe wetlands are on the water side of the Ordinary High Water Mark (OHWM) of lakes. Lake Fringe wetlands are categorized from either

When you select **Save**, you will be directed to the mapping tools and form page for that wetland.

The screenshot shows the 'Wetlands Rating Tool Test1 - Details' page. At the top left is the 'DEPARTMENT OF ECOLOGY State of Washington' logo. The page title is 'Wetlands Rating Tool Test1 - Details'. Below the title is a navigation bar with links: Home, Admin Tools, Question Editor, and Map Tool Text Editor. The user information section shows: Welcome: Amy Yahnke, Member of: Ecology, Project: ProdTest, and Wetland Name: Test1. The main content area is titled 'Wetland Test1 - Depressional' with a link 'Download wetland data'. A paragraph explains the WATOR tool. Below this are two expandable sections: 'Wetland Mapping Tools' and 'Wetland Form'. At the bottom right are two buttons: 'Full Summary' and 'Condensed Summary'.

DEPARTMENT OF ECOLOGY
State of Washington

Wetlands Rating Tool Test1 - Details

Home Admin Tools Question Editor Map Tool Text Editor

Welcome: Amy Yahnke Member of: Ecology Project: ProdTest Wetland Name: Test1

Wetland Test1 - Depressional [Download wetland data](#)

The Washington Tool for Online Rating (WATOR) can be used to complete an entire wetland rating by using the Wetland Mapping Tools to calculate answers and generate figures and the Wetland Form to complete a wetland rating. The Wetland Form may also be used as an electronic version of the wetland rating form without using the Wetland Mapping Tools, or the Wetland Mapping Tools can be used to generate figures without using the electronic form. When using the Wetland Mapping Tools to generate figures and calculate answers, start with the first tool, Define Wetland. This provides the context for all of the following tools and figures.

Wetland Mapping Tools

Wetland Form

Full Summary Condensed Summary

To edit the Wetland Details or HGM key after you have saved, go back to the Wetland List page and select **Edit** in the Action column.

The screenshot shows the 'Wetlands Rating Tool AmyTest - Wetland List' page. At the top left is the 'DEPARTMENT OF ECOLOGY State of Washington' logo. The page title is 'Wetlands Rating Tool AmyTest - Wetland List Test'. Below the title is a navigation bar with links: Home, Admin Tools, Question Editor, and Map Tool Text Editor. The user information section shows: Welcome: Amy Yahnke, Member of: Ecology, Project: AmyTest. The main content area is titled 'Project AmyTest - Wetland list' with a link 'Download project data'. Below this is a table with columns: Wetland Name, Wetland Type, Last Edited By, Last Edit Date, Status, and Action. The first row shows 'Test1', 'Depressional', 'Amy Yahnke', '11/05/2021', '9 of 9', and 'Edit'. The 'Edit' link is circled in red.

DEPARTMENT OF ECOLOGY
State of Washington

Wetlands Rating Tool AmyTest - Wetland List Test

Home Admin Tools Question Editor Map Tool Text Editor

Welcome: Amy Yahnke Member of: Ecology Project: AmyTest

Project AmyTest - Wetland list [Download project data](#)

Search records:

Wetland Name	Wetland Type	Last Edited By	Last Edit Date	Status	Action
Test1	Depressional	Amy Yahnke	11/05/2021	9 of 9	Edit

To edit the wetland mapping tools or form after you have exited the wetland tools and form page, go to the Wetland list page and select the wetland in the Wetland Name column.

Welcome: **Amy Yahnke**

Member of: **Ecology**

Project: **AmyTest**

Project AmyTest - Wetland list

[Download project data](#)

Search records: <input type="text"/>					
Wetland Name	Wetland Type	Last Edited By	Last Edit Date	Status	Action
Icat1	Depressional	Amy Yahnke	11/05/2021	9 of 9	Edit

You can use the wetland rating form without using the map tools, but if you want to use both you will need to start at the **Define wetland** map tool to identify the wetland unit you are rating. The rest of the tools will load once you have defined the wetland, and selected **Mark as done** and **Save**.

[Legend](#)

Wetland Tools

[Zoom](#)

[Tools](#)

Define wetland [?](#)



Pan -
Identify



Draw
Wetland



Import
Shapefile



Edit
Wetland

[? Tool Help](#) [Pan - Identify](#)

Wetland: CB08

[delete](#)

Area: 1.33 acres (5,377 m²)

☒ Mark as done

Save

If you do not want to use the map tools, do not use the define wetland tool and skip straight to the **wetland form**:

Wetlands Rating Tool Test1 - Details

Home Admin Tools Question Editor Map Tool Text Editor

Welcome: Amy Yahnke Member of: Ecology Project: ProdTest Wetland Name: Test1

Wetland Test1 - Depressional [Download wetland data](#)

The Washington Tool for Online Rating (WATOR) can be used to complete an entire wetland rating by using the Wetland Mapping Tools to calculate answers and generate figures and the Wetland Form to complete a wetland rating. The Wetland Form may also be used as an electronic version of the wetland rating form without using the Wetland Mapping Tools, or the Wetland Mapping Tools can be used to generate figures without using the electronic form. When using the Wetland Mapping Tools to generate figures and calculate answers, start with the first tool, Define Wetland. This provides the context for all of the following tools and figures.

Wetland Mapping Tools

Wetland Form

Full Summary Condensed Summary

Within the mapping tools there are basic tool instructions under **Tool Help**:

Legend Wetland Tools Zoom Tools

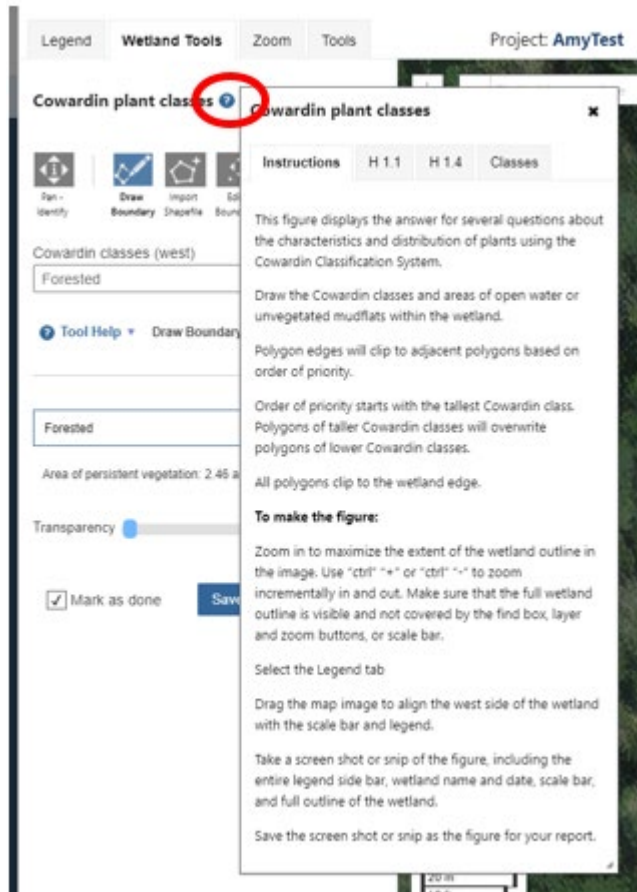
Define wetland ?

Pan - Identify Draw Wetland Import Shapefile Edit Wetland

? Tool Help ▲ Pan - Identify

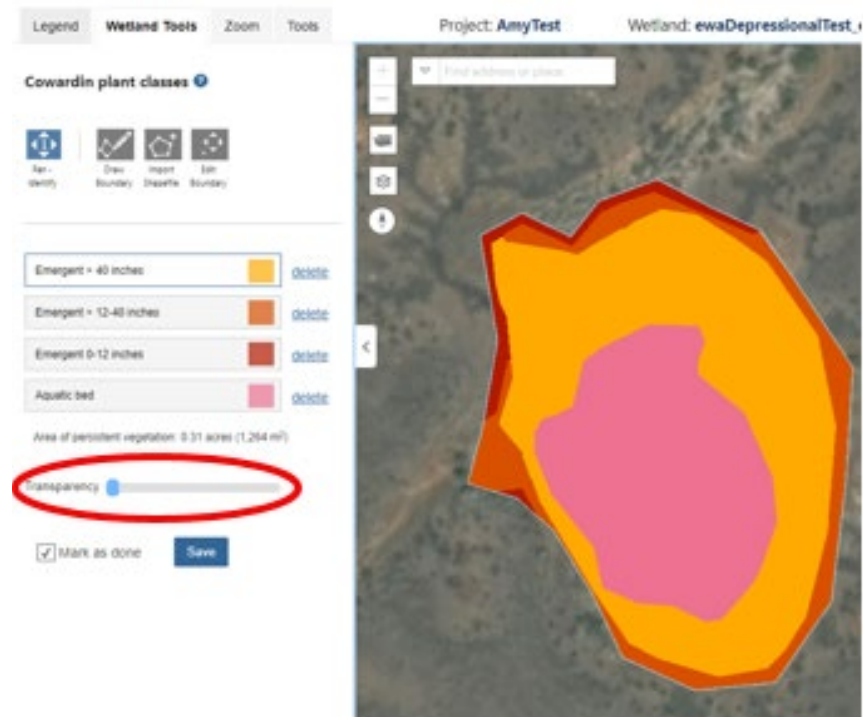
- Click on map to identify map feature.
- Mouse-down on map + drag cursor to pan map.
- Type SHIFT + mouse-down on map + drag cursor to zoom map in.
- Type CTRL + SHIFT + mouse-down on map + drag cursor to zoom map out.
- Mouse wheel-in on map to zoom map in.
- Mouse wheel-out on map zoom map out.

And there are instructions specific to the mapping tool and rating questions it addresses in the (?) next to the tool name:

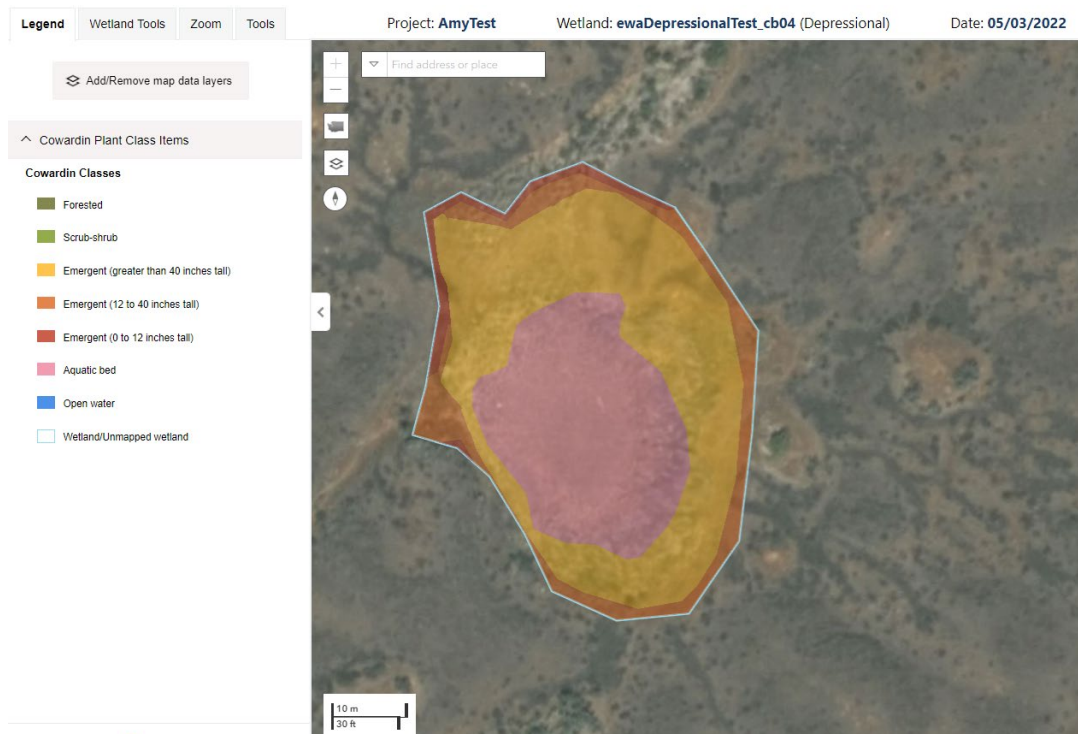


Instructions for saving the figures from the map tools for your wetland ratings are also included in the specific help information. You will need to make some adjustments in the Wetland Tools tab then go to the Legend tab and take a snip or screen shot of the maps within each tool to generate your figures for rating. Follow these steps:

1. In the Wetland Tools tab, use the **transparency** slider to make the underlying aerial image more visible:



2. In the Legend tab, pan the image so the wetland is located adjacent to the legend and scale box, then take a snip of the image that includes the legend tab, scale bar, full wetland area and any other indicators you drew for the tool, and the project, wetland, and date information.



3. Insert the snip into your report and add an appropriate figure caption. You can add figure names in the wetland summary from

To print the rating form results, use either the **Full Summary** or the **Condensed Summary** button on the wetland mapping tools and form page, and the **Print** button on the summary after it opens in a new tab. The condensed summary only displays the answers you selected.

Wetland Mapping Tools

Wetland Form

Full Summary **Condensed Summary**

RATING SUMMARY - Western Washington

Name of wetland (or ID#): ewaDepressional
 Rated By: Tom Houby
 Trained by Ecology? Yes ☐ No ☒
 HGM Class used for rating: Slope
 Wetland has multiple HGM classes? Yes ☐ No ☒
 Date of site visit: 07/18/2013
 Date of Training: N/A
 NOTE: Form is not complete without the figures requested (figures can be combined).
 Source of base aerial photo/map:

OVERALL WETLAND CATEGORY: [Category III] (Based on functions [X] or special characteristics [])

I. Category of wetland based on FUNCTIONS

FUNCTION	Improving Water Quality	Hydrologic	Habitat	Total
Site Potential	L	L	M	
Landscape Potential	L	L	H	
Value	H	H	M	
Score Based on Ratings	5	5	7	17

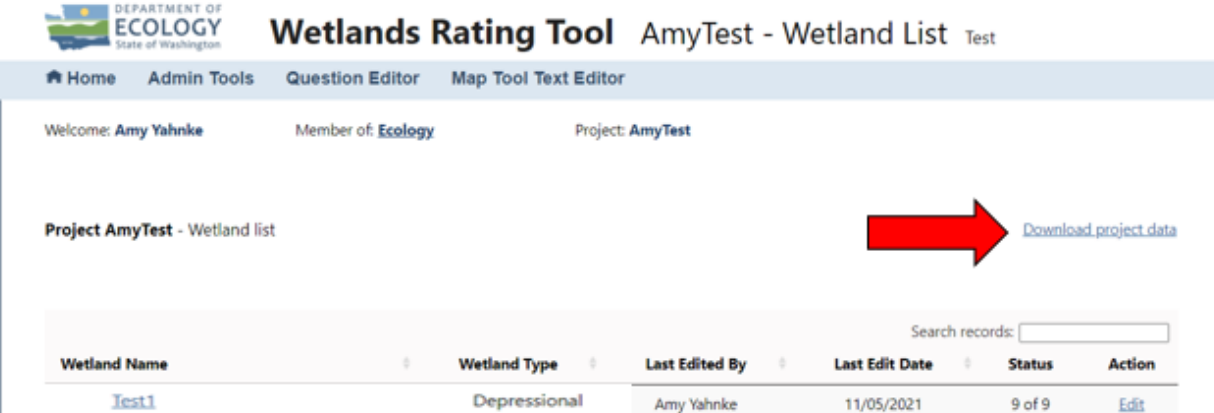
Score for each function based on three ratings (order of ratings is not important)

9 = HPHH
 8 = HHMM
 7 = HHLL
 6 = HMLL
 5 = HLLL
 4 = MLLL
 3 = LLLL

Print

Make sure that you have answered all questions completely before printing the wetland rating. Some questions require additional information after you complete the mapping exercises.

You can also download the wetland or project data into a geodatabase for use in GIS programs. To use the data you must extract them from the zipped file once the file are downloaded, and make sure the data are saved in a folder with a .gdb extension.

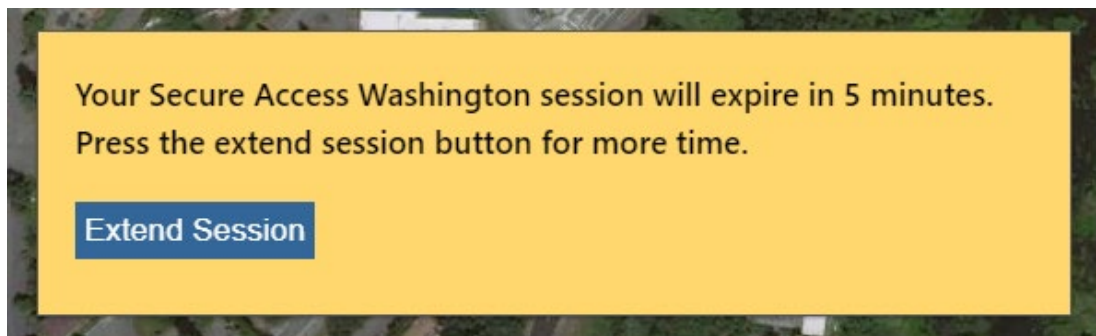


The screenshot shows the 'Wetlands Rating Tool' interface for 'Project AmyTest - Wetland List'. The header includes the Department of Ecology logo and navigation links: Home, Admin Tools, Question Editor, Map Tool, and Text Editor. Below the header, it displays 'Welcome: Amy Yahnke', 'Member of: Ecology', and 'Project: AmyTest'. The main content area is titled 'Project AmyTest - Wetland list' and features a red arrow pointing to a 'Download project data' link. Below this is a table with columns: Wetland Name, Wetland Type, Last Edited By, Last Edit Date, Status, and Action. The table contains one record with 'Test1' as the Wetland Name, 'Depressional' as the Wetland Type, 'Amy Yahnke' as the Last Edited By, '11/05/2021' as the Last Edit Date, '9 of 9' as the Status, and an 'Edit' link in the Action column. A search bar labeled 'Search records:' is located above the table.

Wetland Name	Wetland Type	Last Edited By	Last Edit Date	Status	Action
Test1	Depressional	Amy Yahnke	11/05/2021	9 of 9	Edit

Additional notes

SAW requires that we add a time limit to the application. You will see a time out warning while you are working in SAW. Click Extend Session to continue working. Save often to avoid losing data.



Do not leave the map tools with work unsaved- always **save** and close out of the map tools before moving away from WATOR to another task. You do not have to select **Mark as done** in order to save and exit a tool. If SAW times out before you save and you are not able to extend the session, you will lose your work in that tool. When you are finished with the tool, select **Mark as done** and **Save**. This will populate the answer in the rating form and will lock the answer in most cases. To edit the answer, you will have to go back into the map tool and make your edits in the map.



Provide feedback

We would like to know how accessible and intuitive the tool is for new users. We encourage you to explore the tools, forms, and help information throughout to guide your use of WATOR and to help answer any of your questions.

Please provide feedback on the following:

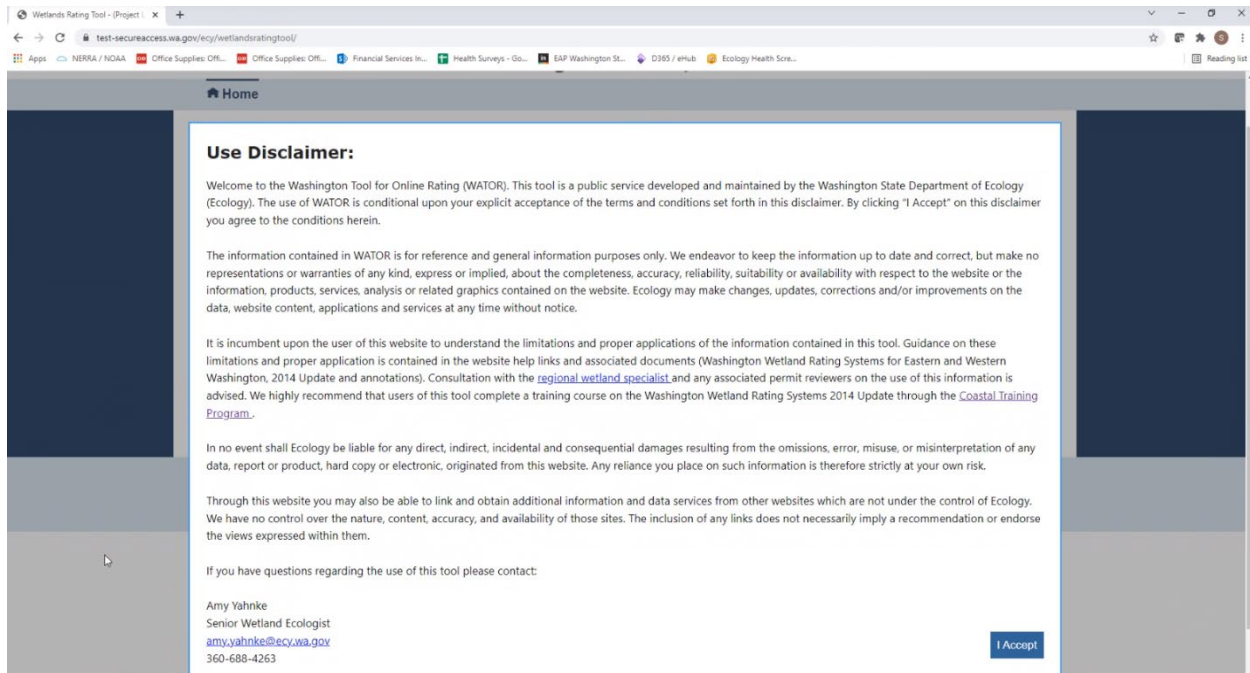
- Edits in help, tool, or form text
- Comments about navigating and using the tools and form
- Comments about clarity of instructions
- Comments about user experience
- How intuitive is the tool?
- Where can we make improvements?
- Did you experience any issues or bugs?
- What things would be helpful in a training on using WATOR?

If you see something amiss, please let us know. And, most importantly, have fun!

Send feedback to: Amy Yahnke, amy.yahnke@ecy.wa.gov

The fine print

To access WATOR you must click **I accept** in the window that pops up as seen below. Please be aware of the full disclaimer.



Use disclaimer

Welcome to the Washington Tool for Online Rating (WATOR). This tool is a public service developed and maintained by the Washington State Department of Ecology (Ecology). The use of WATOR is conditional upon your explicit acceptance of the terms and conditions set forth in this disclaimer. By clicking “I Accept” you agree to the conditions herein.

The information contained in WATOR is for reference and application of the Washington Wetland Rating System. We endeavor to keep the information up to date and correct, but make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability or availability with respect to the website or the information, products, services, analysis or related graphics contained on the website. Ecology may make changes, updates, corrections and/or improvements on the data, website content, applications and services at any time without notice.

It is incumbent upon the user of this website to understand the limitations and proper applications of the information contained in this tool. Guidance on these limitations and proper application is contained in the website help links and associated documents (Washington Wetland Rating Systems for Eastern and Western Washington, 2014 Update and annotations). Consultation with the [regional wetland specialist](https://ecology.wa.gov/Water-Shorelines/Wetlands/Tools-resources/Contacts-by-subject-region)¹ and any associated permit reviewers on the use of this information is advised. We highly recommend that users of this tool complete a

¹ <https://ecology.wa.gov/Water-Shorelines/Wetlands/Tools-resources/Contacts-by-subject-region>

training course on the Washington Wetland Rating Systems 2014 Update through the [Coastal Training Program](#)².

In no event shall Ecology be liable for any direct, indirect, incidental, and consequential damages resulting from the omissions, error, misuse, or misinterpretation of any data, report or product, hard copy or electronic, originated from this website. Any reliance you place on such information is therefore strictly at your own risk.

Through this website you may also be able to link and obtain additional information and data services from other websites which are not under the control of Ecology. We have no control over the nature, content, accuracy, and availability of those sites. The inclusion of any links does not necessarily imply a recommendation or endorse the views expressed within them.

If you have questions regarding the use of this tool, please contact:

Amy Yahnke
Senior Wetland Ecologist
amy.yahnke@ecy.wa.gov
360-688-4263

² <https://coastaltraining-wa.org/>